

VETERANS MEMORIAL COMMITTEE

MEETING MINUTES

March 16, 2011

Members present: Chair Kurt Minnich, Mr. Keith Marston, Mr. Clarence Bouchat, Ms. Deb Snyder, Mr. Byrd Troutman, and Ms. Jenny Printy via telephone.

Supervisor: Chairman Vince DiFilippo

Staff: Terri A. Martini, Assistant Township Manager

Guest: Liz DiFilippo

The Chairman called the meeting to order at 7:00 pm. There was no public comment. The meeting minutes of March 2, 2011 were approved as distributed. The Chair reported that John Maietta had received one bite on a \$250 donation and he requested additional suggestions for soliciting.

The Committee will solicit corporate sponsors/donors after the auction. Currently, staff will solicit cash donations from all Township vendors. Members suggested a possible auction in the fall to be held concurrently with the Silver Spring Chicken Barbeque held in August or one of the fall festivals/dinners.

The most recent donations were discussed and included:

- 1.) Kaleidoscope
- 2.) Custom stained glass earrings and pin
- 3.) Four \$10 gift cards to Panera
- 4.) Four \$10 gift cards to Olive Garden
- 5.) \$50 gift certificate for the use of a Park and Recreation facility - pavilion or park
- 6.) Gift passes to a tour of Hershey Theatre
- 7.) Gift passes to the National Civil War Museum in Harrisburg
- 8.) A hand woven rug
- 9.) An Italian Gourmet Food Basket
- 10.) A country-theme magazine rack

Mr. Troutman reported that he had not sold any dinner/auction tickets at the latest New Kingstown breakfast, but he distributed brochures for bricks and plaques. He also suggested that the Committee have a table at the upcoming spaghetti dinner at the Silver Spring Fire Hall. He mentioned

that since we've attended that event for the last two years, the fire company was expecting the Committee to have a table display there.

Clarence Bouchat indicated that he was creating a new list of the donations which could be cut and pasted on to the Township and Veterans websites. The current web pages are distorting the logos, so that version should be deleted. A listing of the dinner/auction event on the New Kingstown Fire Company website was also requested, utilizing a link to the poster advertisement already created.

Discussion followed regarding solicitation of auction items from neighbors and the concept of consignment for more expensive items such as furniture, rare books, tools, and musical instruments. The consigner and the committee would split the proceeds of the highest bid for the respective item. Logistics for the delivery of such items and removal in the event of no sale was discussed, as well as the liability for such. While members liked the concept, it was suggested that this be considered for an event later in the year. The Chair suggested obtaining information from Mothers of Multiples, a successful fund raising event which sponsors a 1 day consignment sale, utilizing over 100 vendors.

Lunch with a politician was discussed and it was decided that Supervisor DiFilippo would pay for the lunch with his highest bidder. Jennifer Printy will follow up with the solicitation of gift certificates from local restaurants or country clubs for the lunches with Senator Pat Vance and Representative Glen Grell.

Ms. Liz DiFilippo distributed handouts detailing the process before, during, and after the auction, a task list for auction staff and a sample bid sheet.

It was suggested that all auction staff wear the Committee's Veterans Memorial T-shirts, with specific colors assigned to specific tasks i.e. auction workers designated to answer questions on the baskets or individual items should all wear red. Several members, including Ms. DiFilippo wanted to visit the site prior to the event to plan the set up of the auction, the program, a seating area, and the flow of diners through the auction area before and after they eat. All garments and/or cloth items should be displayed in a dry cleaning bag. Gift cards maybe framed or worked into a themed basket. A banker's transaction area will be set up for Theresa Eberly, Alice Crossman, and Jennifer's daughter. Calculators, a lock box and change will be needed. Scott Pepperman is lending his sound system and Parks and Recreation staff will assist with providing a stage, podium and bunting. An additional projector will be provided by staff to allow Ms. Printy to enter winners onto her laptop and to project those on the wall. Staff will confirm with New Kingstown Fire Company on the availability of screens, and an additional seating area for the auction area. Staff will make contacts for borrowing white tablecloths for the event. Complimentary blue and red cloths are needed to cover boxes for elevating various items.

Dennis Sheppard will utilize his own sound system for broadcasting music. Clarence Bouchat will be in charge of the Oral History Program speaker' area and sound equipment from the fire company and Mr. Pepperman.

Alicia Richards will be present from 5:30 – 7:00 pm to introduce the speakers and to hype the auction items with the diners. Periodically, she'll plug the memorial for additional cash donations to entice the bids.

Kurt Minnich will serve as Judge of the Auction to make all final decisions on whatever issue surfaces that may not have been planned for in advance.

The letters to the Churches were mailed 2 weeks ago. Clarence Bouchat will be sending out letters to the World War II Veterans. Colonel Day, Colonel Holtzer, and Captain Smart will be featured guest speakers. An Air force recruiter will be contacted for a possible equipment display. Members suggested a Rahal automobile and Harley Davidson cycle also be displayed in the motor bay area.

Feedback from the Cumberland Perry Vocational Technical School has been received confirming participation in the landscape component of the Memorial. The committee will explore CPAVTS offer to help with masonry and concrete work further based on scheduling and the general contractor and architect's inputs. It may be possible to involve students in the fall when additional bricks or other memorial fixtures (benches, Fallen Soldier, Taps) are scheduled for installation.

Committee assignments are listed on the following page.

Deb Snyder reported that only one contractor attended the pre bid conference; however, contact was made with eleven other contractors to solicit their participation and four responded affirmatively. The mandatory pre bid conference requirement will be waived to encourage broader participation.

The meeting adjourned at 9:30 pm.

Upcoming Events Schedule

March 20Breakfast.....6-10 am.....Kurt/Byrd

March 25Raffle6-9 pmClarence/Keith

April 16.....Harley Davidson Open House...10-3pm.....

April 17Breakfast.....6-10 am.....Terri/Byrd

April 22Raffle6-9 pm

April 30Dinner Auction.....8 am – 9 pmAll Committee Members

AUCTION STAFF

Computer people

develop auction flyer (item descriptions Clarence, "rules", check out procedure staff)

develop gift certificate displays (scan vs. logo and descriptions) Liz, Jenny

make bid sheets Clarence, staff

Lead auction staff

make a contact list: cell phones Jenny Terri 364 9377
Deb Vince

oversee gathering of needed supplies - Kurt
pens, markers, calculators, tape, stapler, easels, document holders, cash box

make final decisions - Kurt

check out problem solver Jenny, Theresa

Set Up

tables, tablecloths Staff

display items, decorate tables, tape down bid sheets Liz

banking area Theresa

Package assemblers (invite the Muslim ladies?), sticker items to match bid sheets

April 8-10

Transporters Committee members with large vehicles
Vince, Keith, Terri

Runner (for day of event) Staff, Deb

Auction monitors at least 2 Jenny Deb

(answers questions, observes for correct bids, pulls bid sheets, delivers items to winning recipients)

Deb to tape off auction area at 7 PM.

Bankers, suggest 2 Theresa, Alice, Jenny

(sorts bids sheets, collects monies, prepares winner's board, deposits intakes)

Gift certificate and ticket distributor after close of bidding, 1 person To Be Assigned

Winner's Board Secretary after payment made, 1 person Jenny

Clean Up (return borrowed items) All Committee Members